

Meeting Date:

October 6, 1999

Members Present:

Wanda Martin (Recorder)
Peggy Jones (Treasurer, proxy)
Shirley Mizen (Auditor, proxy)
Julia Baker (Circuit Court, proxy)
David Shonle (County Clerk, proxy)
Charlene Parks (Indianapolis Public Schools, proxy)

Others Present:

Mary Dyar (Capital Improvement Board)
Patsy Sharpe (Marion County Assessor)
Marguerite Sweeney (Corporation Counsel)

The meeting was called to order by the Chairman Wanda Martin.

Approval of Minutes: A motion was made by David Shonle to approve the minutes of the May 13, 1999 meeting. Motion was seconded by Shirley Mizen and unanimously approved

Capital Board of Improvement of Managers: A request was made to destroy the following records: Unsold Tickets and Discount Coupons (1/1/94 through 12/31/94). Davis Shonle moved to accept this request. The motion was seconded by Charlene Parks and unanimously approved.

Office of Corporation Counsel: A request was made to microfilm and destroy the following records: Zoning Enforcement Lawsuit Files (1995). Upon clarification that these files were not actual court files, David Shonle to accept these requests. Motion was seconded the motion and it was unanimously approved.

Marion County Assessor: A request was made to destroy the following documents: Form 136, the State of Indiana Non-Profit Organization Exemption Form from Center, Franklin, Decatur, Lawrence, Perry, Pike, Washington, Wayne Warren townships (1988); Copies of Business Personal Property Filings of Forms 103 & 104 (1988 through 1990); Assessor's Miscellaneous Items, i.e., copies of budgets, imaging and legislative memos (1987 through 1991). David Shonle moved to accept this request and was seconded by Charlene Parks. The motion was passed unanimously.

County Recorders' Retention Schedule: The new retention schedule for county recorders was considered by the Marion County Public Records Commission members. Mrs. Martin, Marion County's Recorder, is thankful for retention schedules as she commented on their usefulness in disposing of records in a timely manner. David Shonle moved to adopt this retention schedule. His motion was seconded by Shirley Mizen and unanimously approved.

Consideration of "Public Relations Campaign": In order to inform city county agencies about the work of the Commission, members discussed various methods to publicize this information. Ideas mentioned included a day seminar about the work of the Commission, a newsletter and training meetings. A recommendation was made that Mrs. Martin call the regular Board members to seek three volunteers to form a sub-committee to develop a program.

There being no further business, the meeting was adjourned.

Wanda Martin, Chairman

Sarah M. Taylor, Secretary